

6700/1
Ser 33jd/0154-98
23 Oct 98

From: Commanding Officer, Naval Medical Logistics Command

Subj: INVESTMENT EQUIPMENT BUDGET

Ref: (a) NAVMED P-5132 (Apr 98)

1. The due dates for investment equipment budgets established by reference (a) are as follows:

- a. **15 January 1999** - FY-00 Budget
- b. **1 April 1999** - FY-02 Budget
- c. **15 July 1999** - Final prioritization of FY-00 Budget

2. Reference (a) provides instructions for budget submissions. The latest version (April 1998) of reference (a) is on CD-ROM and has been distributed to all medical/dental treatment facilities and other independent commands. The current investment equipment threshold is **\$100,000**. The following additional guidance is provided to ensure proper FY-00 budget submissions:

a. NAVMED 6700/12 (Rev 1/98) is the **only** form that will be accepted for all budget submissions. This is **not** the same form that was used for FY-99 submissions. The correct form is in Annex 4 of reference (a) and on NMLC's homepage. Technical Review Status for FY-99 items will be on NMLC's homepage by the end of November.

b. A **new original** of all Equipment Request (ER) packages must be submitted by **15 January 1999** for equipment control numbers (ECN) beginning with a 97 or a 00 and for all other valid requests that did not receive technical approval in FY-99.

c. Any item moved up to FY-00 from an out year must include a written justification for moving the item forward, i.e., an FY-01 item to FY-00. **DO NOT ASSIGN A NEW ECN**. If the item is technically approved, this justification will be forwarded to BUMED with the distribution plan.

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d. Before ER packages can be submitted to the Specialty Leaders for technical review, they must be complete and include all attachments. Some examples of attachments are:

(1) A manufacturer's quotation (dated no earlier than **1 September 1998**).

(2) **Completed** Facilities Survey {Appendix I of DSCP Customer Order List (COL)} for medical x-ray systems. **Please do not submit the rest of the COL.** A copy of the Facilities Survey may be found on NMLC's Homepage.

(3) **Do not submit maintenance history records at this time for equipment being replaced.** Ensure that block 8b has been completed by the Biomedical Engineering Representative. If maintenance history records are required, they will be asked for later.

(4) For items that are upgrades to a current piece of equipment, in block 2 of the ER, indicate the ECN under which the original equipment was procured. The Biomedical Engineering Representative must also complete block 8b of the ER. An upgrade will be considered for OP funds if the upgrade adds a **new** capability to the current piece of equipment or the total cost of the upgrade meets the OP threshold. **The current piece of equipment must also meet the current OP threshold of \$100,000.**

e. Standard BIOFACS nomenclature or the nomenclature contained in Annex 25 of reference (a) must be used in the database. Ensure that any upgrades are indicated by "(UPGRADE)" after the nomenclature. This is to ensure that if the threshold is raised, the item does not fall off the list.

f. Ensure that all instructions contained in Annex 10 of reference (a) are followed when preparing the database. **Ensure that all unfunded FY-99 items still required are rolled over into the FY-00 budget submission due 15 January 1999.** This lets us know that the unfunded requirements are still valid when we are looking at spending FY-97 or FY-98 OP funds. Databases may be submitted by e-mail to Mrs. June Danis.

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g. Cost figures used in the command database must be the same or within \$1,000 of the equipment request and manufacturer's quotation. **Ensure that the dollar value on the database is rounded up to at least the next \$100.**

3. Separate and unique priority lists are required to identify three categories of equipment. These categories are:

a. Category I: A prioritized list of all Industrial Health (IH) equipment that supports Industrial and Occupational Health Programs, Department Code (DC) or Equipment Type Code (ETC) 40.

b. Category II: A prioritized list of all Federal Information Processing (FIP) equipment. FIP equipment is most commonly found in DCs 00, 01, 03, 36, 61, 90 and 96. For the purpose of this submission, FIP equipment is defined as follows:

(1) Data processing equipment such as computers, microcomputers, local area networks, and word processing equipment; dictation and transcribing systems, general office automation equipment; and fiber optic networks.

(2) Telephone equipment, systems and Centrex/PBX; teleconference systems, image processing and optical storage/filing systems; audiovisual and graphic arts equipment.

(3) Microwave and satellite transmission and receiving systems; telecommunications networks and related equipment such as voice and data communications networks (radio and wireless communications equipment); and automated clinical health care systems.

(4) Telemedicine and teleradiology equipment **is not** considered FIP equipment for this purpose.

c. Category III: A prioritized listing of all Clinical Support (CSE) equipment.

As an option to submitting three separate data bases, you may add an additional column to the database titled "FUNDS" and indicate the equipment category by "IH," "FIP" or "CSE" as described

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above. It is possible to have two or more priority 001s if you have requirements for "CSE" and/or "FIP" and/or "IH".

4. Processing ER packages must commence on time to ensure a successful program for FY-00. If your packages are not submitted on time or if they are incomplete, they may not be included in the FY-00 initial funding program. There were several commands that did not submit their ER packages on time or were not complete for FY-99. Since the technical review process has not been completed, these items have not been included in the initial distribution of FY-99 OP funds. When technically approved they will be funded as funds become available.

5. The following applies to the FY-02 budget submissions:

a. On the FY-02 database, ensure that the priority (PRI) field is completed. This information is required for budget submissions to BUMED.

b. Blocks 1, 2, 4, 5, 8, and 11 of Annex 4 must be completed along with providing a current manufacturer's quotation.

6. **Negative replies are required for both budget submissions.**

7. My point of contact is Mrs. June Danis who may be reached at (301) 619-3080, by DSN at 343-3080, by FAX at (301) 619-2473 or by E-mail at jdanis@nml10.med.navy.mil. NMLC's home page may be located at <http://www-nmlc.med.navy.mil>.

/s/

S. B.SYMONDS
By direction

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NAVHOSP GUANTANAMO BAY CU	NAVHOSP JACKSONVILLE FL
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NAVHOSP OKINAWA JA	NAVHOSP PATUXENT RIVER MD
NAVHOSP PENSACOLA FL	NAVHOSP ROOSEVELT ROADS PR
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NAVHOSP TWENTYNINE PALMS CA	NAVHOSP YOKOSUKA JA
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NAVAMBCARECEN PORTSMOUTH NH	NAVMEDCLINIC ANNAPOLIS MD
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NAVDENCEN ROOSEVELT ROADS PR	NAVDENCEN SOUTHWEST
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NSHS SAN DIEGO CA	NSHS BETHESDA MD
NSHS PORTSMOUTH VA	NAVOPMEDINST PENSACOLA FL
MMSO GREAT LAKES IL	NAVOPHTHALSUPTRACT YORKTOWN VA
NAVENVIRHLTHCEN NORFOLK VA	NAVMEDINFOMGMTCEN BETHESDA MD
TRICARE MIDATLANTIC REGION TWO NOFOLK VA	
TRICARE REGION NINE SAN DIEGO CA	
BUMED WASHINGTON (MED-09, 33)	